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The OPR for this supplement is 30MSS/DPC (Ms Eva M. Martz). This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-802, *Pay Setting*. The AFI is published word-for-word without editorial review. 30SW supplemental material is indicated in bold face. This supplement describes 30SW procedures for use in conjunction with the basic AFI. Upon receipt of this integrated supplement discard the Air Force basic publication.

SUMMARY OF REVISIONS

This publication needs to be reviewed in its entirety. A bar (|) indicates a revision from the previous edition.

1.1.1. (Added) Pay setting policies apply to employees on temporary and permanent appointments. Exception to the Vandenberg AFB policy will be approved by the Civilian Personnel Officer (CPO) and made a matter of record.

1.2.8.1.1. (Added) General Manager (GM) employees requesting a change to lower grade for personal benefit or convenience to a General Schedule (GS) or Federal Wage System (FWS) position and the computed rate falls between two steps, pay will be set at the lower step.

1.2.8.2.1. (Added) The following circumstance is not considered at the employee's request for personal benefit or convenience and pay will be set at a rate at least equal to his or her existing rate but no higher than the top step of the grade: a current federal employee selected from outside the serviced workforce when the area of consideration is expanded.

1.2.8.2.2. (Added) An employee changed to lower grade for personal cause (employee is at fault), such as unacceptable performance, will have pay set at step one. However, pay may be set at the

closest rate that does not exceed the existing rate upon the written request of the gaining supervisor and approved by the CPO.

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